

American Spaces Website Development and Reporting Tool



Project Title	American Spaces Website Development and Reporting Tool
Project Summary	Develop a customizable WordPress-based website template for use by American Spaces; design a user-friendly web-based reporting tool that will integrate with the site and provide an efficient way for busy American Spaces staff to compile and submit program reports and statistics.
Country	Serbia
Agency	Department of State
DoS Office	IRM/BMP/EDIP/KLD
Post	N/A
Section	N/A
Number of Interns	1

Project Description

In conjunction with the website development we envision creating a web-based reporting tool that can integrate with the website and help streamline the process by which American Spaces staff report back to their Embassy partners on their monthly programs and visitor statistics. For the initial phase of the project, the virtual intern will research what similar tools may already exist among American Spaces and how to incorporate lessons learned from their use.

The end phase of the project will include developing an administrator's manual and providing virtual training sessions to American Spaces staff on how to customize and update their sites and deploy the reporting tool. The intern will work closely on the project with the Belgrade-based Information Resource Officer who covers the American Spaces portfolio in the Western Balkans region.

Desired Skills Interests

Skill
Graphic design
WordPress

Web Design
Google Apps
Information Management

Additional Information

Applicants who are interested in this opportunity can learn more about American Spaces here:
<https://americanspaces.state.gov>

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Bosnian	No practical proficiency	No practical proficiency	Nice to Have
Serbo-Croatian	No practical proficiency	No practical proficiency	Nice to Have